



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** July 13, 2017  
**RE: Job Posting – One (1) Full Time Administrative Assistant II**  
Tax Department

**Duties and Responsibilities:** Performs a variety of administrative and secretarial duties for the Tax Department, many of which are of a highly confidential nature. Coordinates and performs the daily administrative activities of the Tax Department; serves as primary contact and interdepartmental liaison for the Tax Administrator; schedules meetings and appointments; organizes activities of the County's Board of Equalization & Review; schedules training and continuing education events for Tax Department personnel. Assists in preparing the Department's annual operating budget and monitors spending levels and expenses throughout the year. Exercises tact and courtesy in interactions with County employees and management, business and professional representatives, government officials, and the public. Demonstrates extensive knowledge of statutes and laws pertaining to property tax administration. Performs related work as required. Work is performed under general supervision. Reports to the Tax Administrator.

**Qualifications:** Thorough knowledge of modern office management principles, practices, and techniques; thorough knowledge of County policies, procedures, and regulations; thorough knowledge of the essential requirements of the functions within the separate divisions of the Tax Department; general knowledge of statutory requirements pertaining to property tax, requests for public information requests, record retention and disposal; thorough knowledge of computers and various software applications, and other required office equipment; general knowledge of the organization and functions of County government; ability to prepare and maintain accurate records and reports; ability to communicate effectively orally and in writing; ability to maintain confidentiality; ability to exercise independent judgment to prioritize tasks, manage time and resources, and maintain efficient work schedule; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from high school supplemented by college level course work in administrative office management, secretarial sciences, and computer courses and considerable experience in office management including public contact. Paralegal or administrative experience and certification as a Notary Public for the State of North Carolina preferred.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, [www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd). Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: **Open Until Filled**

Starting rate: \$16.69  
Grade: 69A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184  
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[www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd)  
*Henderson County is an Equal Opportunity Employer*